

MNIC ELA Campus
300 Industrial Blvd.
Minneapolis, Minnesota 55413

Approved Minutes

SPECIAL MEETING OF THE BOARD OF EDUCATION

Tuesday September 10, 2009

4:00 PM

Held at 1313 5th St. SE, Minneapolis, MN, Room 310 (UTEC Site)

Membership: Kat Anthony-Wigle, Ali Egaale, Jama Farah, Omar Fiqi, Susan Knittel, Kathy Reamer, Takara Spaulding, Oliver White, Reggie Womack

Ex officio: Kevin Byrne, Chanda Baker (Smith)

Note: All votes were unanimous unless otherwise stated.

Items distributed at the meeting include: Agenda, unapproved board minutes from August 18, 2009, approved board minutes from July 21, 2009, MNIC Bylaws Draft/s, Sabathani Lease, Copier contract (ELA).

I. **CALL TO ORDER:** Chair expectations for the meetings and time limits.

Ms. Knittel called the special meeting to order at 4:03 PM and gave instructions.

Members Present: Kat Anthony-Wigle, Ali Egaale, Jama Farah, Omar Fiqi, Susan Knittel, Kathy Reamer, Takara Spaulding (Tardy); Reggie Womack; Oliver White.

Others Present: Kevin Byrne, Melissa Kappenman, Amy Libman, Don Link, George Sand, Janet White, Pua Xiong, John Cairns (lawyer), Stephen Bosacker (Designs for Learning)

II. **APPROVAL OF THE AGENDA**

Shiloh Site addition (Other Business); Board Voting and Open Seats (Other Business); ELA Copier Lease (Other Business)

Ms. Anthony-Wigle moved to approve the agenda as amended. Ms. Reamer seconded. Passed

III. **REVIEW BOARD MINUTES FROM 8-18-09**

Change from "Jama" to "Mr. Farah".

Mr. Womack moved to accept the minutes of 8/18/2009 as amended. Ms. Anthony-Wigle seconded. Passed.

Ms. Spaulding arrived

IV. **BOARD TRAINING (Attorney John Cairns)**

A. **Board Bylaws**

Mr. Cairns explained needed changes in the MNIC Bylaws, covering needed changes from the school's perspective and to comply with new statutes.

Holding an election for board seats. Two seats, Mr. Egaale's and Mr. Fiqi's, had not been clarified as to the end of the term. One seat must end in 2009 and the other in 2011. A coin was flipped, giving Mr. Egaale choice for the end of his term. He chose

2011. Mr. Fiqi's seat will end for the 2009 election. Because of new requirements for board membership, one of the three available seats for the election must be a parent.

Appoint a nominating committee to solicit candidates, of which one should be a parent. If no parent is found, the seat must remain vacant. Time must be set aside to allow parents, teachers and non-teaching staff to vote for new board members (election). The board must actualize the election at the annual meeting.

Bylaws draft was discussed. Wording presented manages many new conditions required by statutes or uncertainties between statutes. One uncertainty is that the chief financial officer under Charter School statute is different from the Chief Financial Officer/Treasurer under the non-profit statute. A way to manage this was proposed.

Question on Section 7 – Resignation and Removal. Board members can be removed with or without cause. Would a certain number of meetings missed be included as a condition for removal? Should language be included reflecting the law that when a teacher is no longer a teacher, would automatically be removed from the board?

Mr. Cairns recommended that MNIC schedule an annual meeting in October for the election to resolve past uncertainties about membership. Then schedule a second annual meeting in May to hold election for 2010 seats and complete business for the year.

Send notice by email, fax and letter of the date of the annual meeting to board members. Therefore set a date and time for the meeting. Set a nominating committee and invite nominees for the election. Schedule the election and notify all eligible voters, preferably 30 days in advance of the election deadline. The Nominating Committee should hold at least one meeting prior to the election. Votes can be done by mail or in person, with a completion date. No proxy votes are allowed. If a parent is a board member but the parent's child becomes un-enrolled, the parent may continue serving on the board until the next election, at which time that seat will be filled by election. Upon the annual meeting the board will ratify the election, at which time the elected individuals become members immediately.

Certain responsibilities for school business must be covered, such as signing for official documents or checks. If the board loses a member who is an officer, the board may appoint another person who is not on the board as a vice officer until that position is restored.

Discussion about criteria for nominees pro and con ensued.

Mr. Cairns announced a meeting with a firm seeking to help finance charter school cash flow needs, which will be held next week.

Ms. Knittel requested a motion to add to the agenda at this time. **Ms. Reamer moved to add the two items to the agenda. Mr. Farah seconded. Passed.**

Items to add: Set an annual meeting date with regular monthly meeting at the same time; Set up a nominating committee; Approving criminal background checks for board members.

Ms. Reamer moved to set these on the current agenda. Ms. Anthony-Wigle seconded. Passed.

V. TEACHER HIRINGS

Mr. Byrne presented new teachers to be approved for teaching positions

John Kilde
Nathaniel Hedke
Melinda Melin

Mr. Womack moved to approve three new teachers to fill vacant teacher positions. Mr. White seconded. Passed.

VI. FINANCE AND BUDGET

A. 27% Holdback (Kevin Byrne)

Mr. Byrne reported that the effect of the hold back plus reduced income (8.7%) results in 35% loss of income. There is not clarity when stimulus funds will come to fill the reduced income. Some schools don't have money to spend to get reimbursement from the stimulus fund.

There is a group from Oregon who has funding to cover all charter school financing needs in Minnesota. Mr. Byrne has set a meeting with these people to discuss MNIC finance needs and how they would do business with the school. Information required by the group is being gathered for presentation. He is hopeful that this will result in benefit for MNIC and the other schools.

MDE technology system and phones are not working correctly today, which complicates payments.

Question about the financing – would the staff be able to have their salaries restored? That is recommended.

B. Other Grant and Donation News

Mr. White is pursuing grant opportunities from foundations and other funders. He requested good ideas to get the word out to the community regarding this need or contacts who could help MNIC that does not require lots of money.

C. Sabathani Lease

Presentation of lease renewal for existing space at the same price and continuing the same terms, with modified start date to 8/1/2009 through 7/31/2010.

Mr. White moved to approve the lease. Ms. Reamer seconded. Passed.

VII. OTHER BUSINESS

A. Shiloh Site Addition

Mr. Byrne reviewed the MDE decision to not approve MNIC's request to add a site. There is no appeal process with the MDE. Considering MNIC site needs, Mr. Byrne requested the board to be able to proceed to seek approval from MDE to move the UTEC site as a school site to the Shiloh location. The need for student space in north Minneapolis is real.

Ms. Reamer moved to allow MNIC to relocate the UTEC site to the Shiloh location. Mr. White seconded. Mr. Byrne would like to do this as soon as possible. Space for operation at Shiloh is somewhat limiting. **Passed.**

B. Board Voting and Open Seats

Three seats are available for the election: Mr. Fiqi, Ms. Spaulding and Ms. Wigle-Anthony

C. ELA Copier Lease

New machines are requested for the ELA site.

Ms. Reamer moved to approve the copier lease for MNIC's ELA site. Ms. Anthony-Wigle seconded. Passed.

D. Annual Board meeting in October

Set for October 22nd with the election held just before that.

E. Set nominating Committee

At least one board member is needed. Ms. Knittel, Mr. Womack and two people from security.

F. Criminal Background Checks

These are needed for new board members and volunteers.

Ms. Reamer moved to do background checks for those board members who have not had it done yet. Mr. Farah seconded. Passed.

VIII. ADJOURNMENT

The next Regular Board Meeting as an Annual Meeting will be held October 22 at the UTEC site at 4 PM

Ms. Reamer moved to adjourn the meeting. Mr. White seconded. Passed.

Meeting adjourned at 5:24 PM.

Submitted by Stephen C. Bosacker